



**U.S. DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS
OFFICE OF LEGAL EDUCATION (OLE)
ATTORNEY-ADVISOR, GS-0905-15
DUTY TITLE: ASSISTANT DIRECTOR, OLE
Vacancy Announcement No. 05-EOUSA-52**

About the Office: U.S. Department of Justice, Executive Office for United States Attorneys, is seeking an experienced Attorney to serve as an Assistant Director for the Office of Legal Education (OLE), located at the National Advocacy Center in Columbia, SC. The Office of Legal Education provides training and education for attorneys, paralegal and legal support staff of the Department of Justice, and the executive branch of the United States government. Courses are offered on-site at the National Advocacy Center, off-site, and through distance learning programs.

Responsibilities: This position will serve as an Assistant Director and Special Counsel to the Director, providing oversight of Legal Education Programs related to Distance Learning, Continuing Legal Education, and developing cooperative programs with related federal, state, and local training organizations such as Overseas Prosecutorial Development and Training (OPDAT). Advises on questions of law or administrative policy involved in the operations of the organization and in its contacts with industry, private and professional associations, state, local and foreign governments, or the general public. Training programs developed typically deal with new or emerging fields of law or new programs or initiatives. In addition, this position is responsible for applying new and emerging technologies to deliver legal training in a more cost efficient and timely manner.

Qualifications: Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia. Applicants must have at least five years of post J.D. experience to be qualified at the GS-15 level. Applicants must possess a broad knowledge of federal criminal and civil legal disciplines to plan, coordinate, develop, implement, and assess legal training needs and develop policy and program proposals. Skills in developing cooperative training programs to achieve the common interests of state, local, and international law enforcement agencies, and developing educational programs using distance learning technology are mandatory.

Salary: Columbia, SC, is in the Rest of U.S. locality pay area. The salary range for GS-15 is \$100,129 through \$130,173 per year.

Travel: Routine travel will be required to participate in meetings and direct training events.

Submission Process and Deadline Date: Applicants must submit a cover letter (highlighting relevant experience), a detailed resume or OF-612 (Optional Application for Federal Employment) or SF-171 (Application for Federal Employment), and current performance appraisal, if applicable to:

Valerie Cheatham
U.S. Department of Justice
Executive Office for United States Attorneys
Administrative Programs Staff, HR Division 600 E Street, N.W., Rm. 8300

Washington, D.C. 20004

Application materials must be received by close of business, September 23, 2005. Application materials may be faxed to (202) 616-7463. No telephone calls please.

Relocation Expenses may be authorized in accordance with the Federal Joint Travel Regulations.

Internet Sites: This and other attorney vacancy announcements can be found at
<http://10.173.2.12/oarm/attvacancies.html>

For more information about the Office of Legal Education, visit
<http://www.usdoj.gov/usao/eousa/ole/index.html>

Department Policies: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.